



Refund Policy - CCPE/ ITL/ Healthcare Programs Effective Spring 2009 - Spring 2015

Refund Policy

For course registrations before the Summer 2015 semester, refunds are computed based on the date and time that a student's request to withdraw is received in writing by the Student Accounts Office at the Center for Continuing and Professional Education (CCPE). Prospective students who withdraw prior to the start of a course will receive a full refund of tuition paid, less the nonrefundable deposit and any applicable tuition fee (described below). All refunds are calculated on a per course basis.

If you are a Maryland resident in online courses, please the link below to see the refund policy specific to Maryland residents. If you are a Maryland resident requesting a refund, please do so by emailing cpeprograms@georgetown.edu. (<http://compliance.georgetown.edu/student-consumer-information/maryland-distance-education>)

Nonrefundable Deposit

The first \$100.00 of all course tuition charges, less the amount of any application fee a student has paid for application-based programs, is a nonrefundable deposit. This fee is required to cover expenses in connection with processing a student's enrollment at CCPE. No other nonrefundable fees are required prior to enrollment.

Grace Period

Withdrawal during grace period

At the time of registration, the prospective student has a grace period of three business days to withdraw his or her enrollment without penalty beyond the \$100.00 nonrefundable deposit described above. When registration occurs fewer than three days from the start of a course, the grace period will expire on the first day of the course.

Withdrawal after grace period

Students who withdraw after this grace period but prior to the start of a course will receive a 100% refund of tuition paid less the nonrefundable deposit and a tuition fee. The tuition fee will be \$100.00 or 15% of course tuition, whichever is less.

The following are examples of the refund policy (these examples assume no application fee has been paid):

Example (1): A course with a tuition charge of \$1,000.00 begins on Friday night. The prospective student registers on Monday. The prospective student's withdrawal paperwork is received on Tuesday of that same week (before the start of the class); the prospective student will receive a refund of \$900.00.

Example (2): A course with a tuition charge of \$1,000.00 begins on Friday night. The prospective student registers on Thursday. The prospective student's withdrawal paperwork is received on Friday morning; the prospective student will receive a refund of \$900.00. The grace period will end on Friday at the start of the class.



Example (3): A course with a tuition charge of \$1,000.00 begins on Friday night. The prospective student registers on Monday. The prospective student's withdrawal paperwork is received on Friday morning; the prospective student will receive a refund of \$800.00 (full refund less the \$100.00 deposit and the \$100.00 tuition fee).

Example (4): A course with a tuition charge of \$350.00 begins on Friday night. The prospective student registers on Monday. The prospective student's withdrawal paperwork is received on Friday morning; the prospective student will receive a refund of \$197.50 (full refund less the \$100.00 deposit and the 15% tuition fee).

Withdrawing After the Start of a Course

For the purposes of calculating refunds, a prospective student will be considered a student beginning on the first day of his/her course and the following policy will apply.

If a student withdraws after a course begins, refunds will be made according to the following schedule:

Percent of Course Completed Refund	Percent Refund
Withdraws or is terminated during the first quartile (25%) of the course	75%
Withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the course	50%
Withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the course	25%
Withdraws after completing more than three quartiles (75%) of the course	No refund

Please note that a class meeting is defined as one day in the classroom and often is not equivalent to a course section.

Refund Process

Refunds will be issued to students within 45 days after receipt of a written request.

Refund Examples

Example: Course with 18 class meetings. Refund schedule:

Student withdraws after	Percent Refund
1, 2, 3, or 4 class meetings (5.6%-22.2% of the course)	75% refund
5, 6, 7, 8, or 9 class meetings (27.8%-50% of the course)	50% refund
10, 11, 12, or 13 class meetings (55.6%-72.2% of the course)	25% refund
14 class meetings (77.8%-100% of the course)	No refund

Example: Course with 12 class meetings. Refund schedule:



Student withdraws after	Percent Refund
Student withdraws after 1, 2, or 3 class meetings (8.3%-25% of the course)	75% refund
Student withdraws after 4, 5, or 6 class meetings (33.3%-50% of the course)	50% refund
Student withdraws after 7, 8, or 9 class meetings (58.3%-75% of the course)	25% refund
Student withdraws after 10 class meetings (83.3%-100% of the course)	No refund

Example: Course with 8 class meetings. Refund schedule:

Student withdraws after	Percent Refund
Student withdraws after 1 or 2 class meetings (12.5%-25% of the course)	75% refund
Student withdraws after 3 or 4 class meetings (37.5%-50% of the course)	50% refund
Student withdraws after 5 or 6 class meetings (62.5%-75% of the course)	25% refund
Student withdraws after 7 or 8 class meetings (87.5%-100% of the course)	No refund

Example: Course with 6 class meetings. Refund schedule:

Student withdraws after	Percent Refund
Student withdraws after 1 class meeting (16.7% of the course)	75% refund
Student withdraws after 2 or 3 class meetings (33.3%-50% of the course)	50% refund
Student withdraws after 4 class meetings (66.7% of the course)	25% refund
Student withdraws after 5 or 6 class meetings (83.3%-100% of the course)	No refund

Example: Course with 5 class meetings. Refund schedule:

Student withdraws after	Percent Refund
Student withdraws after 1 class meeting (20% of the course)	75% refund
Student withdraws after 2 class meetings (40% of the course)	50% refund
Student withdraws after 3 class meetings (60% of the course)	25% refund
Student withdraws after 4 or 5 class meetings (80% of the course)	No refund



Example: Course with 4 class meetings. Refund schedule:

Student withdraws after	Percent Refund
Student withdraws after 1 class meeting (25% of the course)	75% refund
Student withdraws after 2 class meetings (50% of the course)	50% refund
Student withdraws after 3 class meetings (75% of the course)	25% refund
Student withdraws after 4 class meetings	No refund

Example: Course with 3 class meetings. Refund schedule

Student withdraws after	Percent Refund
Student withdraws after 1 class meeting (33.3% of the course)	50% refund
Student withdraws after 2 class meetings (66.7% of the course)	25% refund
Student withdraws after 3 class meetings	No refund

Example: Course with 2 class meetings. Refund schedule

Student withdraws after	Percent Refund
Student withdraws after 1 class meeting (50% of the course)	50% refund
Student withdraws after 2 class meetings	No refund

Example: Course with 1 class meeting. Refund schedule

Student withdraws after	Percent Refund
Student withdraws after 1 class meeting (100% of the course)	No refund